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(1) Surveys and studies of organizational and procedural problems and activities taken thereunder:

a. A survey of the Library Batch System was conducted in an effort to reduce the time required to receive, process and distribute incoming intelligence documents. This survey led to changes both in procedural methods and in working-space allocation, to the end that a "straight-line" work pattern ensued. As a result of these improvements the time required to handle incoming documents has been reduced.

b. A work measurement survey in the Industrial Register was conducted. It ~~studied the concept~~ of accounting for time expenditures within the division according to activity. Facts and figures were produced which enabled the division chief to utilize more effectively the current services of his personnel and to ~~page--~~for budget purposes--future personnel needs. Concomitantly, the survey pointed up the advisability of applying machine methods to the reporting requirements of the division. Institution of these machine methods has led to substantial savings in man-hours per month.

c. A survey of the methods employed by the Library to procure periodical publications was conducted. It resulted in the establishment of a specific small group responsible for this activity, thereby eliminating the previous duplication of effort and reducing--after a short time--the large backlog of orders to a negligible amount. Service by this activity has also improved markedly.

d. A survey in the Graphics Register was conducted, ~~the~~ studying the uses to which the Register's stock of photographs was being put. As a result of the survey a new filing method and a revised format were devised, accelerating handling by the Register's personnel and allowing quicker, more thorough searching by visiting customers.

(2) Operating improvements and accomplishments:

a. Both the Biographic and Industrial Registers were reorganized during the past year on a regional basis. This has provided a more flexible and efficient system for the servicing of requests.

b. The Machine Division assisted various offices of the Agency in devising and utilizing machine techniques for indexing and storing material. The division has been continually involved in the research of advanced equipment and the development of new photographic-electronic devices for application to office procedures.

c. The Industrial Register devised a plotting grid which has vastly improved the accuracy of memory sketches by interrogated POW's. Actual field use indicates that this new device will provide a systematic and uniform presentation of interview information in graphic form, filling a long-standing need.

(3) Major Objectives for FY 54 :

OCD intends to pursue its efforts in management improvement during FY 54. The demonstrable progress resulting from past surveys makes their continuance an obvious need. Research and development in the machine field should conduce to further gains in the streamlining of office procedures. Extensive care is being given to a prospective change in the physical location of divisions within and without the Stadium. Administrative and operational methods will be studied to the end that requests can be served more expeditiously. Efforts to conserve storage space by adopting new photographic processes will also allow analysts immediate access to photographic prints of intelligence material which they desire. It is expected that advances will be made in the viewing of microfilm via television screens.